

Fairfax County



Capacity Building Grant Program

Grantee Handbook

October 2016

www.fairfaxcounty.gov/ncs/prevention/pipf

Note: This handbook is not intended to replace the contract between vendors (grantees) and Fairfax County. In case of contradictory information, the contract and Request for Proposals take precedence. Please bring any noticed conflicts to the attention of Neighborhood and Community Services immediately by emailing ncs-prevention@fairfaxcounty.gov.

Contents

The Partners in Prevention Fund	2
Your Contract	3
Insurance Requirements	5
County Responsibilities	7
Personnel Requirements	8
The Invoicing and Payment Process	9
Implementing Programs	11
Evaluation	14
Capacity Building and Technical Assistance	16
 <i>Program Information</i>	
CATCH Kids Club	18
EatPlayGrow	19
Media-Smart Youth	20
We Can! Energize Our Families	21
Life Skills Training	22
Lifelines	23
Youth ACT (SOS: Signs of Suicide)	24
Families Reunite	25
Safe Dates	26
Strengthening Families 10-14	27
Parenting Wisely	28
 <i>Forms</i>	
Planning Worksheet	29
Purchase Order Sample	30
Invoice Template	31
 Contact Information	 32

Acronyms

CBGP: Partners in Prevention Fund Capacity Building Grant Program
NCS: Fairfax County Department of Neighborhood and Community Services
PIPF: Partners in Prevention Fund
PO: Purchase Order
RBA: Results Based Accountability
RFP: Request for Proposals

The Partners in Prevention Fund

Fairfax County Government's health and human services agencies¹ established the Partners in Prevention Fund (PIPF) in 2006 as a collaborative prevention initiative. The PIPF is managed by the Department of Neighborhood and Community Services (NCS) Prevention Unit, under the guidance of the deputy county executive and an advisory team comprised of representatives from the various health and human services agencies. PIPF funds are established each year through the County's budget Carryover process, when a portion of each health and human services agency's unspent year-end funds are allocated to the PIPF by the Board of Supervisors.

The County has undertaken a multi-disciplinary effort to improve the lives of children, youth, and their families through a comprehensive system of prevention – a collaborative and integrated approach to achieve common goals. Research has shown that a prevention-oriented approach can have a positive impact on the quality of life of citizens by reducing criminal activity, drug/alcohol abuse, teen pregnancy, childhood obesity, school dropout rates, bullying, suicides, and other poor outcomes.

The following have been identified as shared outcomes for children and youth in Fairfax County. We aim to achieve these outcomes for all children and youth in Fairfax County. We also aim to ensure that disparities – whether based on race, ethnicity, socio-economic status, geography, disability, or any other circumstance – are identified and eliminated.

- Children get a healthy start in life.
- Children enter kindergarten ready to succeed.
- Children and youth succeed academically.
- Children and youth are healthy.
 - Children and youth are physically healthy.
 - Children and youth are socially, emotionally, and behaviorally healthy and resilient.
- Children and youth are safe and free from violence and injury.
- Youth earn a post-secondary degree or career credential.
- Youth enter the workforce ready to succeed.
- Youth contribute to the betterment of the community.

See <http://www.fairfaxcounty.gov/ncs/prevention/collective.htm> for more information.

Thus, the PIPF was designed to leverage existing county and community resources in order to help achieve these outcomes. The PIPF funds a variety of initiatives within Fairfax County government, including pilot programs, staff trainings, and community-wide professional networks.

The cornerstone of PIPF, though, is the Capacity Building Grant Program (CBGP). The purpose of the CBGP is to increase the capacity of community-based organizations to implement prevention programs that align with countywide prevention priorities and strategies. While a side benefit of the CBGP is that more youth and families are served, the program's primary goal is capacity-building. At the end of your grant period, you should have the capacity to implement prevention programs in an effective and efficient manner.

¹ Health and human services agencies include the Fairfax-Falls Church Community Services Board; the Fairfax County Departments of Administration for Human Services, Family Services, Health, Housing and Community Development, and Neighborhood and Community Services; the Office for Children; and the Office for Women and Domestic and Sexual Violence Services.

Your Contract

Contract Structure

Your grant is formally a contract between your organization and Fairfax County. Unlike many typical contracts and almost all grants, however, your contract is not for a specific amount in exchange for a specified work product or output. You will be paid a set amount for each program, each time you fully implement it. For example, if your contract specifies you will be paid \$1000 for Safe Dates, you will be paid \$1000 each time you implement Safe Dates, whether you implement it once or five times.

Your contract is the formal agreement between your organization and the County. Please refer to it when you have questions.

Funding Availability

The amount of funding available is determined by annual appropriations to the Partners in Prevention Fund by the Board of Supervisors. Because this appropriation generally occurs during the County's Carryover process, that amount is not finalized until late September each year. Prevention Unit staff will work with you each summer to plan out an appropriate number of implementations for the year to ensure that adequate funding exists. Please note that your contract does not guarantee you a minimum number of implementations, and requests to implement programs can be denied based on funding availability.

Contract Period and Renewals

The contract is valid for three years; it expires on June 30, 2019. At that time, your organization and the County have the option to renew the contract for an additional two years, one year at a time. Renewals are subject to mutual agreement and your satisfactory performance. Near the end of the contract period, County staff will discuss renewals with you and, if necessary, initiate the process for renewing the contract.

The fees in the contract are set for the first year. After the first year (and annually after that), you can request a change in prices. Such changes can be based on the Consumer Price Index (CPI-U), Table 10, U.S. City Averages, or other relevant indices. Requests must include, at a minimum: 1) the cause for the adjustment; 2) proposed effective date; and, (3) the amount of the change requested with documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer's price, etc.). Requests must be submitted in writing no later than 120 days prior to the proposed effective date.

Contract Amendments

Contracts can be amended, usually to add programs to the list of those implemented by your organization. Prevention Unit staff may offer you the opportunity to add new programs, if such programs are identified. If you would like to add new programs (that are already a part of the Capacity Building Grant Program), please contact Prevention Unit staff to begin the process. The amendment

process is usually fairly simple, requiring the development of a scope of work and a budget, to be signed by both your organization's representative and the County Purchasing Agent. But it can take up to several months to be finalized.

Subcontracting

You must provide, in writing, the names and addresses of each subcontractor you use for this program, as well as the subcontractor's status as defined by Fairfax County as a small, minority-owned, and/or woman-owned business; and the type and dollar value of the subcontracted goods/services provided.

Insurance Requirements

Please note that, as a requirement of your contract with the County, your organization is required to maintain minimum levels of insurance. The requirements listed below were listed in Section 18 of the Request for Proposals (RFP), but are not inclusive of all requirements in the RFP/contract.

The Contractor shall, during the continuance of all work under the Contract provide the following:

- a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
- b. The contractor agrees to maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/aggregate, to protect the contractor, its subcontractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work.
- c. The contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor.
- d. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- e. Rating Requirements:
 1. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
 2. European markets including those based in London, and the domestic surplus lines markets that operate on a non admitted basis are exempt from this requirement provided that the contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.
- f. Indemnification: Article 63 of the General Conditions and Instructions to Bidders (Appendix A) shall apply.
- g. The Contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein, and shall have it filed with the County Purchasing Agent and/or Risk Manager before any work is started.
- h. If the Contractor delivers services from a County-leased facility, the Contractor is required to carry property insurance on all equipment, to include County-owned installed and maintained equipment used by the contractor while in their care, custody and control for use under this contract.

No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty day written notice to the County Purchasing Agent and/or Risk Manager. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

Precaution shall be exercised at all times for the protection of persons (including employees) and property.

The County of Fairfax, its employees and officers shall be named as an additional insured in the Automobile and General Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the County may possess.

County Responsibilities

The Capacity Building Grant Program (CBGP) is more than a simple grant to implement programs. The purpose of the CBGP is to develop your capacity to implement prevention programs effectively, even beyond the duration of the grant period. Staff from the Neighborhood and Community Services Prevention Unit will work with you throughout the grant period to ensure you have adequate resources and support.

In general, the County will provide you *funding, training, and technical assistance* to help build your capacity. Per your contract agreement, the County is responsible for the following:

1. Provide required training for your staff at no cost. This includes training in prevention program facilitation basics, the specifics of implementing the programs you have selected, and occasional relevant prevention-related topics. Please see the [personnel section](#) of this handbook for more detail.
2. Provide program materials (curricula, master copies, required program-specific equipment and supplies) to you at no cost. This includes the original elements that are necessary to implement each program; it does not include the day-to-day supplies. See the [program information](#) section of this handbook for more detail.
3. Work with you to provide technical assistance in any or all of the following areas:
 - Delivering the program with fidelity and county approval of adaptations;
 - Identification of population to be served to ensure program matches the targeted audience;
 - Identifying settings and locations for delivery;
 - Completing required evaluation measures; and
 - Planning and coordinating in specific communities or for specific populations to receive programming, as needed and mutually agreed upon.

Your organization will be assigned an NCS liaison, a member of the NCS Prevention Unit staff who will serve as your primary contact.

Personnel Requirements

To ensure the safety of all program participants and their families, and to ensure the CBGP meets its goals for capacity building, it is necessary that all staff, including volunteers and subcontractors, complete required trainings and pass a background check to NCS's satisfaction. Your organization is responsible for ensuring all staff, including any new staff brought on board during the grant period, meet these requirements.

1. Submit resumes of all staff (including volunteers and subcontractors). Resumes should include education, background, recent relevant experience, and relevant licenses and certificates. Current telephone numbers, addresses, and email addresses are required. Resumes can be emailed to ncs-prevention@fairfaxcounty.gov.
2. All staff, including those who are not directly facilitating programs (e.g., child care providers) but who are directly contacting participants through the grant program, are required to complete the following background checks:
 - a. Criminal history check through the Virginia Criminal Information Network and the National Criminal Information Center;
 - b. Fingerprint checks by the State Police and the Federal Bureau of Investigation;
 - c. Child Protective Services checks; and
 - d. Sex Offender and Crimes Against Minors registry checks.

Background checks will be coordinated and paid for by NCS. Contract award and program approval are contingent upon satisfactory (as deemed by NCS staff) results. Individuals already required to do so because they are licensed by Virginia or permitted by Fairfax County to provide child care may submit verification of this in lieu of completing a background check.

3. All staff involved with the facilitation of programs must complete the following trainings:
 - a. Prevention facilitation basics; and
 - b. Training in the specific programs your organization will be offering.

These trainings will be offered, free of charge, by Fairfax County. Scheduled trainings will be offered at least annually. If new staff come on board, please contact your Prevention Unit liaison to schedule a training session. Keep in mind that it may not be feasible to schedule individual trainings for some programs.

4. The primary contact is required to complete an annual training on the CBGP and its administration. We strongly encourage multiple staff from each organization to attend this training.
5. An organizational contact is required to attend quarterly meetings to discuss the CBGP and recent and relevant issues. We strongly encourage multiple staff from each organization to attend these meetings.
6. NCS may determine that additional trainings are necessary and required.

Additional trainings and professional development opportunities will be offered on a regular basis, but are not required.

The Invoicing and Payment Process

To ensure you are paid in a timely and efficient manner, it is extremely important that you complete the following process **for each program you implement**.

1. At least 3 weeks prior to your program beginning, complete and submit the [Planning Worksheet](#). This notifies relevant staff that you are planning to implement a program. It allows our evaluator an opportunity to set up the evaluation process with you. And it serves as the request to create a Purchase Order (PO), the formal document authorizing you to implement the program and us to pay you. Because of the time needed to create a PO, we may deny requests that are made with less than 3 weeks' notice.

The Planning Worksheet includes the following information:

- Your organization's name and your name and contact information;
- The program you will be implementing;
- The location the program will be held at;
- The program schedule (i.e., the dates on which each session of the program will be held);
- The number of participants expected and a description (if available) of the participants;
- The names of all staff (including volunteers and subcontractors) who will be working with participants, and whether or not they have completed required trainings and background checks; and
- Any other information you believe necessary.

The Planning Worksheet should be emailed to three people:

- Jesse Ellis, Prevention Manager, ncs-prevention@fairfaxcounty.gov. (Jesse requests the PO.)
- Your [Prevention Unit liaison](#). (Your liaison monitors your contract and provides you with technical assistance.)
- Lisa Lunghofer, Manila Consulting, llunghofer@manilaconsulting.net. (Lisa conducts the evaluations.)

You will receive a preliminary approval to implement the program, by email, from either Jesse Ellis or your Prevention Unit liaison.

2. Approximately three weeks after you submit the Planning Worksheet, you will receive, by mail, a Purchase Order (PO). The PO is the formal document authorizing you to implement the program and us to pay you. (A [sample PO](#) is included in this manual.) Be sure to note the PO number, as you will need it for invoicing. If any information on the PO is incorrect, or if you do not receive the PO prior to implementing the program, please contact your Prevention Unit liaison immediately. Please note that the PO is sent to the attention of the financial contact listed for your organization with the County Department of Finance. It might not come to you directly.
3. After the program is completed, you must submit an invoice in order to receive payment. Invoices are due the 10th of the month following completion of each program implemented. You must submit the [invoice template form](#). You can use this as your invoice. Or, if your

organization has its own preferred or required invoice template, you can use it and include the invoice template form as an attachment.

The invoice template form includes the following information:

- Program implementation start and end date(s);
- Program title;
- Program location;
- Number of program participants who completed the program;
- The itemized cost for each program implementation;
- The purchase order number;
- Vendor's name and address;
- Remit to address;
- Unique invoice number and date; and
- County Contract number.

Invoices should be submitted as instructed. But you must also copy Jesse Ellis at ncs-prevention@fairfaxcounty.gov. By doing so, you may receive payment faster. But you also eliminate the need for developing lengthy year-end reports, as the majority of information needed for such reports is included in the invoice template form.

4. You should receive payment within approximately 30 days of submitting the invoice.

Implementing Programs

Program Initiation

Programs can be implemented in a variety of ways. They may have open enrollment, where participation is open to anyone, and the opportunity is usually advertised in one way or another. Or programs may have closed enrollment. Closed enrollment programs might be offered to participants in an after-school program, for example.

One of your primary responsibilities is to identify opportunities to implement the programs. Your Prevention Unit liaison can help you with some technical assistance, but it is chiefly your role. Each time you plan to implement a program, you must submit a planning worksheet at least three weeks prior to the beginning of the program. See [the invoicing and payment process](#) section for details.

Occasionally, Prevention Unit staff may ask you to implement a program at a certain location or with a specific population. Your Prevention Unit liaison will help you coordinate the logistics, but you will still need to complete a planning worksheet. You are not required to implement programs at the Prevention Unit's request; you will have the option to agree to the requests.

Program Locations

You are also responsible for securing the location for your program. Again, your Prevention Unit liaison can provide technical assistance. If you do not have ready access to a facility, check with local community centers, schools, senior centers, and houses of worship. Also, many apartment complexes and homeowners associations have community rooms that may be available. Free space should be readily available if you plan ahead.

Marketing

Marketing your programs to generate interest and recruit participants is an important responsibility. There are flyers on the [CBGP providers website](#) that you can customize and adapt to help advertise your programs, but their use is not required. You can also use the PIPF logo, as long as you identify your organization (on the same publication) as a recipient of a Fairfax County Partners in Prevention grant.

In your marketing activities, clearly identify the following:

- Who the target audience is;
- What the program is about/how participants will benefit;
- The dates and times of the program (include days and dates; "Tuesday, July 5" is much better than "July 5");
- Where the program is located;
- That there is no cost;
- How to register or participate; and
- Who to contact for more information.

If you publish your flyers and other materials in languages other than English, be sure to note which language the program will be delivered in.

When recruiting participants, keep in mind that some attrition is normal. Always try to recruit for more than the minimum number of people you aim to serve.

Incentives

To prevent attrition and help attract potential participants, we recommend you offer incentives for participation. T-shirts, water bottles, and small gift cards are all popular incentives. Incentives should not be too expensive; about \$15 per person is adequate and effective.

For programs longer than three or four sessions, do not tie incentives to perfect attendance. When they are, participants who have to miss a session are less likely to return. A better participation-based incentive would be base eligibility on whether or not participants complete both the pre-test and post-test questionnaires (if applicable). Your Prevention Unit liaison can provide technical assistance in developing an incentive protocol.

Participation

It is important to follow the age guidelines for programs (e.g., Safe Dates is for middle and high school students). The programs were developed specifically for individuals based on their developmental level. Things such as maturity, reasoning capacity, vocabulary, and other elements of human development are incorporated into the curricula. Programs are “evidence-based” as a result of evaluations done with participants who are at the intended age or grade level. In some cases, delivering a program to an audience other than the one intended could be *iatrogenic*; that is, it could actually cause negative outcomes.

Participants should not participate in a specific program more than once, as no further benefit is likely to occur. The one exception is for CATCH Kids Club, which is intended to be a component of an existing after-school program. Therefore, it is reasonable to expect that CATCH Kids Club could be implemented multiple times over the course of a year or two within the same program, serving the same kids.

Program Adaptations and Fidelity

The programs that are included in the Capacity Building Grant Program were selected because there is research-based evidence that they are effective in achieving their intended outcomes. There are, however, limitations to that evidence, as the programs were generally evaluated under very specific conditions. Therefore, to ensure that we are well-positioned to also attain those outcomes, it is important that the programs are implemented in a manner that is as close to possible to the program developers’ directions. This is referred to as implementing with “fidelity.”

You are responsible for implementing your programs with fidelity. For example, lessons must be delivered in the proper order, and you cannot skip components of the lessons.

Sometimes, a modification or adaptation of a program might be considered to better serve our participants. Programs were not always developed with consideration of the diverse clientele you serve. Or they may have been designed for settings (e.g., school classrooms) that differ from where you will be implementing them. Slight changes in how a program component is implemented, or how a lesson is presented, may be acceptable and not likely to have an impact on program outcomes. Others may be deemed absolutely necessary to implement the program, and they can offer us an opportunity to evaluate their impact on program outcomes. **Either way, any program modifications or adaptations must be requested in writing and approved by your NCS liaison before you implement them.**

Planning

The key to strong program implementation is adequate planning. The staff and volunteers running your programs should devote adequate time for planning and coordination. A good rule of thumb is that, for every hour of direct programming, you should spend one hour planning. In the beginning, it may take a little more time. But as you gain more experience implementing the programs, you may be able to devote less time to planning.

Use your planning time to review the curriculum and make sure you fully understand what you are expected to implement and how it will go. Think about questions your participants are likely to ask. Make sure you have resources available to respond to questions or refer participants for services or additional help.

Prepare materials so that they can be easily accessed. Will there be an activity where you divide the participants into three groups and give each group a red, blue, and green marker? Prepare three baggies with the markers, so you don't need to spend program time dividing them up. Make sure you have extras, in case one of the markers doesn't work. Will you be writing responses on a flip chart? Pre-label the flip charts with the appropriate headers.

Evaluation

Fairfax County government promotes a Results Based Accountability (RBA) approach to conducting decision making, strategic planning, and program management with a focus on customer end results. Fairfax County human services agencies and contracted partner organizations adopt the RBA approach to measure impact across the system, determine whether people are “better off” as a result of receiving services, improve accountability to taxpayer dollars, and collectively strengthen the outcomes of programs and services. You are required to participate in an evaluation of the programs you implement, and of the Capacity Building Grant Program in general.

We have organized the evaluation process to be as minimal a burden on your workload as possible. A third party contractor handles most of the program evaluation piece, and almost all of the required reporting is included in the planning worksheet and invoice forms you will be submitting for each program implementation.

The evaluation consists of four components: performance, program implementation fidelity, program outcomes, and organizational capacity building.

Performance

Basic metrics of performance (how much work is completed) will be captured through the planning worksheet and invoice forms you submit. Through the information included on these forms, NCS will measure the number of implementations and the number of participants served. NCS will also measure the number of staff trained via training sign-in forms.

Fidelity

Implementing a program with fidelity requires that you adhere to certain elements of the program design, such as the order of lessons and including key components. For each program, we will use a simple checklist. After you deliver each session of the program, you will complete the short questionnaire, which should take no longer than five minutes. Once all sessions are completed, you will return the questionnaires to the evaluator. You can access the questionnaires on the [CBGP providers website](#).

We will be assessing the extent to which programs are implemented with full fidelity. When you implement an approved program adaptation or modification, we will examine the extent to which the change had an impact on the expected program outcomes. This will help us identify the changes that can be made to programs in the future, so we can all better serve children, youth, and families.

Program Outcomes

In the end, the purpose of implementing these programs is to affect outcomes for children, youth, and families. The long-term outcomes vary based on the aim of the program. Safe Dates, for example, is designed to reduce the incidence of teen dating violence, while CATCH Kids Club aims to reduce childhood obesity. The short-term, and therefore more easily observable, outcomes of the programs are

the conditions the program changes within individuals that lead to the long-term outcomes. These conditions are generally changes in participants' knowledge, skills, attitudes, and/or behaviors. For example, as a result of participating in Safe Dates, teens may be able to identify warning signs of dating abuse.

Program outcome evaluations are most often conducted by surveying the program participants, generally through pre- and post-test questionnaires that participants complete during the first and last sessions of a program. The questionnaires will be collected and analyzed by our third-party evaluator, and results will be shared with you.

Capacity Building

Each year, you will work with your NCS liaison to develop annual strategic goals related to developing the capacity of your organization or your staff to effectively implement prevention programs. (See the [capacity building section](#) of the handbook for more detail.) At the end of each year, we will work with you to assess your progress towards meeting those goals. We will also ask you to complete a short questionnaire about your organization's capacity to implement prevention programs effectively.

Annual Reporting

By July 30 of each year, you are required to submit an annual report to NCS. The components of the annual report include a summary of any challenges or lessons learned by your organization over the previous year (July 1 through June 30) and the following data for the previous year:

- Number of program implementations completed;
- Number of program participants served;
- Percent of participants demonstrating improved outcomes as a result of the program implementation;
- Percent of implementations with positive outcome measures, as assessed through program evaluation;
- Percent of implementations with excellent fidelity, as assessed through program evaluation;
- Percent of strategic goals (set at beginning of contract in collaboration with NCS staff) met;
- Organizational capacity to implement evidenced-based programs, as assessed through end-of-year evaluation; and
- Number of staff trained in providing prevention programs.

Because NCS staff will have been collecting this data throughout the year, your NCS liaison will provide you with a pre-completed report. All you will have to add is a statement (likely 3-5 sentences) summarizing the challenges or lessons learned over the past year.

Capacity Building and Technical Assistance

Capacity Building Plan

Each year, you will work with your NCS liaison to complete a basic organizational assessment, a plan for implementing programs through the CBGP, and strategic goals for the upcoming year. Goals may focus on strategies such as increasing reach, establishing linkages with other community and county services, developing partnerships, and increasing program implementation capacity. Your NCS liaison will work with you throughout the year to ensure progress toward the goals.

Technical Assistance

Your NCS liaison, and the NCS Prevention Unit and its partners, are able to provide you with technical assistance on a variety of topics, examples of which include the following:

Capacity Building

- Organizational assessments
- Program expansion planning
- Resource development

Coordination and Linkages

- Access to county resources and services
- Connection/linkage to ongoing community initiatives
- Partnership development

Communications

- Online master PIPF activity calendar
- Vendor information-sharing: Provide electronic platform for vendor cross communication through email group, online forum, and blogs
- Convene quarterly meetings of vendors

Program Implementation

- Specialized training opportunities
- Resource education and awareness
- Curriculum and facilitation expertise
- Program planning
- Contract requirements and invoice process
- Participant recruitment
- Program location identification

Data and Evaluation

- Access to community data: Provide assistance with identifying national, county or other local data sources across multiple topics that can be used to identify the status, strengths, or needs of your community
- Data interpretation: Provide assistance in understanding the data that may be available at a county level or in your community, and its relevance to your work
- Outcome evaluation coordination: Provide assistance in measuring the impact of the implementation of evidence-based programs

Please contact your NCS liaison with any questions or to request technical assistance.

Program Information

CATCH Kids Club	
Program Information	
Outcome:	Children and youth are physically healthy.
Additional Information:	http://www.nhlbi.nih.gov/health/educational/wecan/tools-resources/curricula-toolkits.htm http://catchinfo.org/programs/after-school/ http://www.flaghouse.com/Images/Content/CATCH/ProductBrochure.pdf
Target Population:	Children in K – 5 th grade (While curricula and activities for up to 8 th grade are available, only K-5 will be funded through the PIPF program.)
Description:	CATCH Kids Club (CKC) is a physical activity and nutrition education program designed for elementary and middle school aged children (grades K – 8) in an after-school or summer setting. CKC is composed of nutrition education (including snack activities) and physical activity. A variety of teaching strategies are used including: movement activities, individual practice, educational games, goal setting, and hands-on snack preparation. The CATCH Kids Club Activity Box includes over 400 activity cards with detailed instructions for age-appropriate games that get kids moving and having a blast. Also included is a specially designed section with teaching techniques and ideas for adapting the activities for those with special needs.
Sessions:	Thirty-two 15-to-25-minute sessions. Should be offered at least weekly.
Minimum Number of Participants:	10 children
What the County Pays For:	<ul style="list-style-type: none"> Nutrition Manual (lessons organized into themes related to physical activity, nutrition, and screen-time reduction, Family Tip Sheets, CD-ROM with teaching materials and handouts) Activity Box (over 400 activity cards with detailed instructions for age-appropriate games)
Training Requirements:	A 1-hour training session, provided by NCS, is required for all program facilitators.
Fidelity Notes:	
Evaluation Information:	Pre-test/post-test using a modified (shortened) version of the CATCH Kids Club After-School Questionnaire.
Languages Available:	English

EatPlayGrow	
Program Information	
Outcome:	Children and youth are physically healthy.
Additional Information:	http://www.nhlbi.nih.gov/health/educational/wecan/tools-resources/eatplaygrow.htm
Target Population:	Children ages 2-5 and their parents
Description:	EatPlayGrow is a new health educational curriculum created through an innovative public-private partnership between the National Institutes of Health (NIH) and the Children's Museum of Manhattan (CMOM). The EatPlayGrow curriculum combines the latest science and research from the NIH with CMOM's creative educational approach to teach children ages 2-5 and their parents how to make healthy nutrition and physical activity choices. The new program was adapted from the We Can! Energize Our Families Parent Program, which was originally geared to parents of children ages 8-13. EatPlayGrow's interactive and engaging lessons incorporate art-making, storytelling, music and movement activities into fun, hands-on educational lessons about the importance of making positive choices in areas that most affect health: nutrition, physical activity, and, based on emerging medical research, sleep.
Sessions:	Eleven 70-minute sessions. Should be offered at least weekly.
Minimum Number of Participants:	6 families
What the County Pays For:	<ul style="list-style-type: none"> EatPlayGrow curriculum
Training Requirements:	A 1-hour training session, provided by NCS, is required for all program facilitators.
Fidelity Notes:	
Evaluation Information:	Outcomes will be assessed based on a review of participants' health journals.
Languages Available:	English

Media-Smart Youth: Eat, Think, and Be Active	
Program Information	
Outcome:	Children and youth are physically healthy.
Additional Information:	http://www.nhlbi.nih.gov/health/educational/wecan/tools-resources/curricula-toolkits.htm#media-smart
Target Population:	Youth ages 11-13
Description:	Media-Smart Youth: Eat, Think, and Be Active!® is an interactive after-school education program that focuses on building skills in media analysis and media production to help young people ages 11 to 13 understand the complex media world around them and how it can influence their health—especially in regard to nutrition and physical activity. The Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD), a part of the National Institutes of Health within the U.S. Department of Health and Human Services, created Media-Smart Youth to help empower young people to think critically about media and make thoughtful decisions about nutrition and physical activity.
Sessions:	Ten 90-minute sessions. Should be offered at least weekly.
Minimum Number of Participants:	10
What the County Pays For:	<ul style="list-style-type: none"> Media-Smart Youth Program Packet (facilitator's guide, video (VHS and DVD formats), program poster, questionnaire)
Training Requirements:	A 1-hour training session, provided by NCS, is required for all program facilitators.
Fidelity Notes:	
Evaluation Information:	Pre-test/post-test using a modified (shortened) version of the Tell Us What You Think Now program questionnaire.
Languages Available:	English

We Can! Energize Our Families: Parent Program	
Program Information	
Outcome:	Children and youth are physically healthy.
Additional Information:	http://www.nhlbi.nih.gov/health/educational/wecan/tools-resources/curricula-toolkits.htm
Target Population:	Parents of children ages 8-13
Description:	<p>The We Can! Energize Our Families: Parent Program was developed for parents and caregivers to teach them how to help their families maintain a healthy weight through improved eating, increased physical activity, and reduced screen time. Relevant content from a variety of adult and youth curricula, as well as several Federal government agencies and respected health professional organizations, were reviewed to help create this program.</p> <p>Lessons are designed to reinforce the parent program core concept of "energy balance," or the long-term balance between ENERGY IN (calories from food) and ENERGY OUT (calories burned through activity). Activities and handouts can also be used at home to help parents and caregivers with planning meals, creating healthy grocery lists, saving money while eating healthy, and tracking their family's physical activity and screen time.</p>
Sessions:	Four 90-minute sessions. Should be offered at least weekly.
Minimum Number of Participants:	8 families
What the County Pays For:	<ul style="list-style-type: none"> Energize Our Families curriculum
Training Requirements:	A 1-hour training session, provided by NCS, is required for all program facilitators.
Fidelity Notes:	
Evaluation Information:	Pre-test/post-test using the We Can! Parent Survey.
Languages Available:	The evaluation survey is available in Spanish.

Life Skills Training (Middle School Program)	
Program Information	
Outcome:	Children and youth are socially, emotionally, and behaviorally healthy and resilient.
Additional Information:	https://www.lifeskillstraining.com/ http://legacy.nreppadmin.net/ViewIntervention.aspx?id=109
Target Population:	Youth in grades 6 – 9 (While curricula and activities multiple ages are available, only the Middle School Level 1 program will be funded through the PIPF program.)
Description:	Life Skills Training (LST) is a school-based program that aims to prevent alcohol, tobacco, and marijuana use and violence by targeting the major social and psychological factors that promote the initiation of substance use and other risky behaviors. LST is based on both the social influence and competence enhancement models of prevention. Consistent with this theoretical framework, LST addresses multiple risk and protective factors and teaches personal and social skills that build resilience and help youth navigate developmental tasks, including the skills necessary to understand and resist pro-drug influences. LST is designed to provide information relevant to the important life transitions that adolescents and young teens face, using culturally sensitive and developmentally and age-appropriate language and content. Facilitated discussion, structured small group activities, and role-playing scenarios are used to stimulate participation and promote the acquisition of skills.
Sessions:	Twelve 45-minute sessions. Should be offered at least weekly.
Minimum Number of Participants:	10
What the County Pays For:	<ul style="list-style-type: none"> Life Skills Training Middle School Level 1 Curriculum Set (teacher's manual, 30 student guides, Stress Management Techniques CD, Smoking & Biofeedback DVD)
Training Requirements:	A 1-hour training session, provided by NCS, is required for all program facilitators.
Fidelity Notes:	
Evaluation Information:	Pre-test/post-test using a modified (shortened) version of the LSTQ-MS questionnaire.
Languages Available:	English

Lifelines: A Suicide Prevention Program	
Program Information	
Outcome:	Children and youth are socially, emotionally, and behaviorally healthy and resilient.
Additional Information:	http://www.hazelden.org/web/public/lifelines.page http://legacy.nreppadmin.net/ViewIntervention.aspx?id=37
Target Population:	Youth in grades 6-12
Description:	Lifelines: A Suicide Prevention Program educates youth on the facts about suicide and youths' role in suicide prevention. It provides information on where to find suicide prevention resources in the school and community. Training materials are included for staff that provide accurate and practical information on identifying and referring students who might be at risk for suicide. Lifelines: A Suicide Prevention Program also includes a presentation for parents that answers questions about youth suicide and prevention, and it involves them in suicide prevention activities.
Sessions:	Four 45-minute sessions. Must be offered at least weekly.
Minimum Number of Participants:	10
What the County Pays For:	<ul style="list-style-type: none"> Lifelines: A Suicide Prevention Program curriculum package (manual, CD-ROM, 2 DVDs)
Training Requirements:	A 1-hour training session, provided by NCS, is required for all program facilitators.
Fidelity Notes:	
Evaluation Information:	Pre-test/post-test using the Lifelines Student Questionnaire.
Languages Available:	English

Youth ACT (SOS Signs of Suicide)	
Program Information	
Outcome:	Children and youth are socially, emotionally, and behaviorally healthy and resilient.
Additional Information:	http://shop.mentalhealthscreening.org/collections/youth-programs http://legacy.nreppadmin.net/ViewIntervention.aspx?id=53
Target Population:	Youth in middle or high school (two separate curricula)
Description:	The SOS Signs of Suicide program teaches youth how to identify the symptoms of depression and suicidality in themselves and their peers and encourages help-seeking behaviors through the ACT Technique (Acknowledge, Care, Tell). Youth are screened for depression and suicide risk and referred for professional help as indicated.
Sessions:	Two 60-minute sessions. Must be offered at least weekly.
Minimum Number of Participants:	10
What the County Pays For:	<ul style="list-style-type: none"> SOS Signs of Suicide High School Program SOS Signs of Suicide Middle School Program (each comes with an implementation guide, student screening forms, wallet cards, posters, student and adult gatekeeper DVDs, and other materials)
Training Requirements:	A 1-hour training session, provided by NCS, is required for all program facilitators.
Fidelity Notes:	
Evaluation Information:	Pre-test/post-test using the SOS Program Questionnaire (short version).
Languages Available:	DVDs include Spanish subtitles and English closed captioning.

Families Reunite: Immigrant Family Reunification	
Program Information	
Outcome:	Children and youth are safe and free from violence and injury.
Additional Information:	http://www.fcps.edu/ccofam/reunification.shtml
Target Population:	Parents who will soon reunite, or recently have reunited, with their children in the United States
Description:	<p>Parents who have come to the United States in pursuit of a better life for their families may have had to leave their children in their native countries under the care of aunts, uncles, grandparents, and others. Legal and economic barriers often keep the families apart much longer than anticipated. Upon reunifying in the United States, both the parents and the children can have completely different expectations. The children experience much stress and often find themselves with feelings of loss. They miss their home country and the loved ones who raised them. As they deal with that loss and other difficult adjustments, they may become disrespectful, hostile, or indifferent to their parents. Additional stressors include:</p> <ul style="list-style-type: none"> • acclimating to their new environment where English is the main language, • spending more years in high school than their peers who are the same age, and • not being able to attend college if they are here illegally. <p>The parents experience loss as well. Many years may have passed since they were together. They may not know their child as well as they once did. Parents may also struggle with issues regarding their involvement in their child's education. The degree to which the parents received formal education in their native country may impact their comfort in a school setting, which may inhibit their involvement in their child's education or their ability to assist the child with academics. Families Reunite addresses these issues via a Spanish-language curriculum.</p>
Sessions:	Three 2-hour sessions. Must be offered at least weekly.
Minimum Number of Participants:	6 families
What the County Pays For:	<ul style="list-style-type: none"> • Families Reunite curriculum
Training Requirements:	A 4-hour training session, provided by Fairfax County Public Schools, is required for all program facilitators.
Fidelity Notes:	Training materials and other documents can be found on the FR Dropbox site at https://www.dropbox.com/sh/z2ccj2xa9igra0a/AAACVd_qgbpH3NJoGfSZvfTXa?dl=0
Evaluation Information:	Pre-test/post-test using the Families Reunite questionnaire.
Languages Available:	Program is available in Spanish and English. Other languages and cultural adaptations are in development.

Safe Dates	
Program Information	
Outcome:	Children and youth are safe and free from violence and injury.
Additional Information:	http://www.hazelden.org/web/public/safedates.page http://legacy.nreppadmin.net/ViewIntervention.aspx?id=141
Target Population:	Youth in middle and high school
Description:	Safe Dates targets attitudes and behaviors associated with dating abuse and violence. It was designed to stop or prevent the initiation of emotional, physical, and sexual abuse on dates or between individuals involved in a dating relationship. The goals of the program include: (1) changing adolescent dating violence and gender-role norms, (2) improving peer help-giving and dating conflict-resolution skills, (3) promoting victim and perpetrator beliefs in the need for help and seeking help through the community resources that provide it, and (4) decreasing dating abuse victimization and perpetration.
Sessions:	Ten 50-minute sessions. Should be offered at least weekly.
Minimum Number of Participants:	10
What the County Pays For:	<ul style="list-style-type: none"> Safe Dates curriculum (includes a CD-ROM with all handouts and parent resources)
Training Requirements:	A 1-hour training session, provided by NCS, is required for all program facilitators.
Fidelity Notes:	
Evaluation Information:	Pre-test/post-test using a modified (shortened) version of the Safe Dates Evaluation Questionnaire.
Languages Available:	The curriculum is available only in English. Parent materials are available in Spanish.

Strengthening Families Program: For Parents and Youth Ages 10-14	
Program Information	
Outcome:	Children and youth are safe and free from violence and injury.
Additional Information:	http://www.extension.iastate.edu/sfp10-14/ http://legacy.nreppadmin.net/ViewIntervention.aspx?id=63
Target Population:	Youth ages 10-14 and their parents
Description:	<p>The Strengthening Families Program: For Parents and Youth 10-14 (SFP 10-14) is delivered in parent, youth, and family sessions using narrated videos portraying typical youth and parent situations with diverse families. This scientifically tested curriculum:</p> <ul style="list-style-type: none"> • helps parents/caregivers learn nurturing skills that support their children, • teaches parents/caregivers how to effectively discipline and guide their youth, • gives youth a healthy future orientation and an increased appreciation of their parents/caregivers, and • teaches youth skills for dealing with stress and peer pressure.
Sessions:	Seven 60-minute sessions. Should be offered at least weekly.
Minimum Number of Participants:	6 families
What the County Pays For:	<ul style="list-style-type: none"> • Strengthening Families facilitator manual (includes a CD with handouts and posters)
Training Requirements:	A 3-day training session, provided by Iowa State University master trainers, is required for all program facilitators. Fairfax County does not provide this training; vendors are responsible for getting trained. NCS may be able to help locate training opportunities.
Fidelity Notes:	
Evaluation Information:	A pre-test/post-test using a modified (shortened) version of the program's Parent/Caregiver and Youth Surveys is available. Completing the evaluation is not a requirement for Strengthening Families.
Languages Available:	Familias Fuertas, a Spanish version of the program, is available.

Parenting Wisely (Teen)	
Program Information	
Outcome:	Children and youth are safe and free from violence and injury.
Additional Information:	http://www.familyworksinc.com/teenagers.html http://www.cebc4cw.org/program/parenting-wisely/detailed
Target Population:	Parents of children ages 10-18 (While a curriculum for parents of young children is available, only the teen edition will be funded through the PIPF program.)
Description:	Parenting Wisely is a highly interactive program that teaches parents and children, ages 10-18, skills to improve their relationships and decrease conflict through support and behavior management. The program utilizes a DVD for group administration with ten video scenarios depicting common challenges with adolescents. Parents are provided the choice of three solutions to these challenges and are able to view the scenarios enacted, while receiving feedback about each choice. Parents are quizzed periodically throughout the program and receive feedback. The program operates as a supportive tutor pointing out typical errors parents make and highlighting new skills that will help them resolve problems. Parents and children can use the program together as a family intervention. The Parenting Wisely program uses a risk-focused approach to reduce family conflict and child behavior problems and improve the quality of parent-child relationships.
Sessions:	Five 90-minute sessions. Should be offered at least weekly.
Minimum Number of Participants:	6 families
What the County Pays For:	<ul style="list-style-type: none"> Parenting Wisely Teen DVD Kit (includes DVD, facilitator manual, parent workbooks, completion certificates, and posters)
Training Requirements:	A 1-hour training session, provided by NCS, is required for all program facilitators.
Fidelity Notes:	
Evaluation Information:	
Languages Available:	English and Spanish

PLANNING SHEET

Partners in Prevention Fund – Capacity Building Program

Provider: _____ Today's Date: _____

Contact Name: _____

Contact Email: _____ Contact Phone: _____

Program Name: _____ Location: _____

Program Schedule (list dates of all program sessions):

of Participants/Families Expected: _____

Target Audience (e.g., after-school program participants, general community members):

Staff*:	Role:	Trained?	Background Check?
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
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_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

*All staff (including volunteers and subcontractors) who will have contact with participants must be listed and must have cleared a background check administered by the County. All staff directly implementing/facilitating the program must have completed the training provided by the County.

Provide any other details if necessary:

SUBMIT PLANNING SHEET AT LEAST 3 WEEKS PRIOR TO PROGRAM IMPLEMENTATION TO:

LIAISON
(Email your Prevention
Unit liaison)

AND

EVALUATOR
[Llunghofer
@manilaconsulting.net](mailto:Llunghofer@manilaconsulting.net)

AND

NCS PREVENTION UNIT
[ncs-prevention
@fairfaxcounty.gov](mailto:ncs-prevention@fairfaxcounty.gov)



PURCHASE ORDER

PREVIEW

PURCHASE ORDER NUMBER: [REDACTED] Purchase Order Date: 04/07/2014 Vendor Number: [REDACTED]	Buyer: [REDACTED] Phone: [REDACTED] Email: [REDACTED] Payment terms: Net 30 days Incoterms: FOB Destination
--	--

VENDOR NAME
VENDOR ADDRESS

INVOICE TO:
FCG - Accounts Payable
PO Box 1147
Fairfax, VA 22038-1147

SHIP TO:
[REDACTED]
Human Svc Admin Procurement DFS
12011 Government Center Pkwy Ste 730
Fairfax, VA 22035

///ATTENTION VENDOR///

PLEASE NOTE INSTRUCTIONS PRINTED FOLLOWING LAST LINE ITEM.

LINE NO	MATERIAL ID/DESCRIPTION OF ITEM(S) SERVICE(S) ORDERED OTHER ITEM DETAILS	QTY/UOM	PRICE/PRICE UNIT	TOTAL PRICE
1	Program Name Detailed Description: Start Date 04/01/2014 through 05/20/2014. Shopping Cart Number: [REDACTED] Contract Number: [REDACTED] Contract Item Description: [REDACTED]	1 /EA	[REDACTED] USD/1 EA	[REDACTED] USD

TOTAL COST OF THIS ORDER

Total
Amount

USD

PURCHASE ORDER NUMBER MUST APPEAR ON ALL DELIVERIES, PACKAGES, INVOICES, PACKING SLIPS AND
RELATED CORRESPONDENCE

CERTIFIED AS TO AVAILABILITY OF FUNDS Director of Finance/Date By: Date: 04/08/2014	APPROVED County Purchasing Agent/Date By: Date: 04/08/2014
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Terms and Conditions for Fairfax County Purchase Orders are available at
<http://Fairfaxcounty.gov/purchasing/po/termsandcondition.html>

VENDOR INVOICE

Partners in Prevention Fund – Capacity Building Program

Provider: _____ Today's Date: _____
Vendor #: _____ Contract #: _____
Remittance Address: _____
City, State, Zip: _____
Contact Name: _____
Contact Email: _____ Contact Phone: _____

Invoice #: _____ Purchase Order #: _____
Invoice Period Begin Date: _____ Invoice Period End Date: _____

Program Name:	Dates Provided:	Location:	# of Families/ Participants:	Cost:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

All Evaluations Complete? (attach explanation if no) ☐ Yes ☐ No **TOTAL DUE:** _____

SUBMIT INVOICE BY THE 10TH OF THE MONTH FOLLOWING PROGRAM COMPLETION TO:

Accounts Payable		NCS Prevention Unit
FCG – Accounts Payable		
PO Box 1147	OR	ncs-prevention@fairfaxcounty.gov
Fairfax, VA 22038-1147		

Invoice Preparation Guidance:

- ✓ Be sure that the dates of service do not overlap dates of any services previously submitted.
- ✓ For the invoice number, you may use any combination of letters and numbers. For example, if the invoice is for services provided in December, you could use DEC2016.

Key Contacts

NCS Prevention Unit

www.fairfaxcounty.gov/ncs/prevention
ncs-prevention@fairfaxcounty.gov
[@ffxyouththrive](https://www.facebook.com/ffxyouththrive)

Jesse Ellis, Prevention Manager

703-324-5626, jesse.ellis@fairfaxcounty.gov

Contact for: contract and billing issues, general program oversight

Kristen Brennan, Prevention Coordination Specialist

703-324-5640, kristen.brennan@fairfaxcounty.gov

Liaison to: Cornerstones, Formed Families Forward, First Baptist Church of Springfield, National Counseling Group

Program Focus: Lifelines, Youth ACT (SOS), Life Skills Training

Chrissy Cunningham, Prevention Coordination Specialist

703-324-5509, christina.cunningham@fairfaxcounty.gov

Liaison to: Alternative House, CPDC, Grace Community Center, Wesley Housing

Program Focus: CATCH Kids Club, Energize Our Families, Media-Smart Youth, EatPlayGrow

Victoria Kairys, Data and Evaluation Manager

703-324-5671, victoria.kairys@fairfaxcounty.gov

Liaison to: Care for the Causes, Capital Youth Empowerment Program, Destiny Temple of Faith, FACETS

Program Focus: Safe Dates

Jonathan Melendez, Prevention Coordination Specialist

703-324-5556, jonathan.melendez@fairfaxcounty.gov

Liaison to: Centreville Immigration Forum, Edu-Futuro, Family Services Network, HACAN, SCAN, UCM

Program Focus: Strengthening Families, Families Reunite, Parenting Wisely

Evaluator:

Lisa Lunghofer, Manila Consulting

llunghofer@manilaconsulting.net